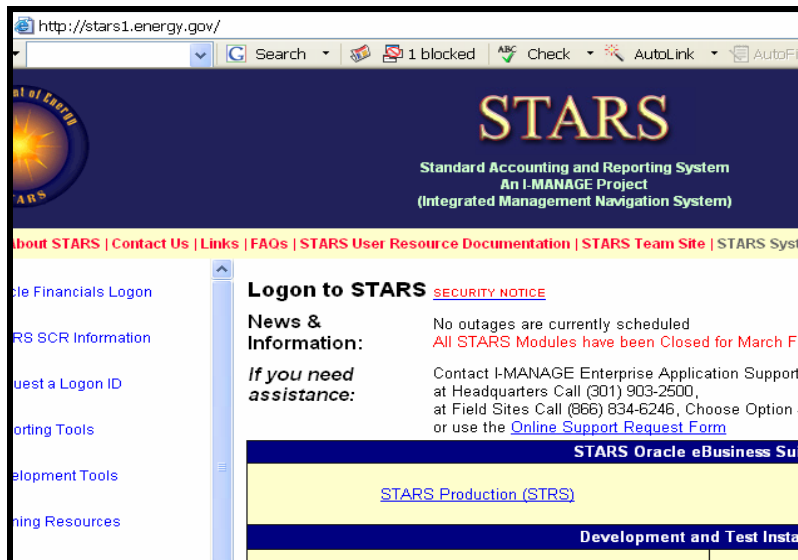
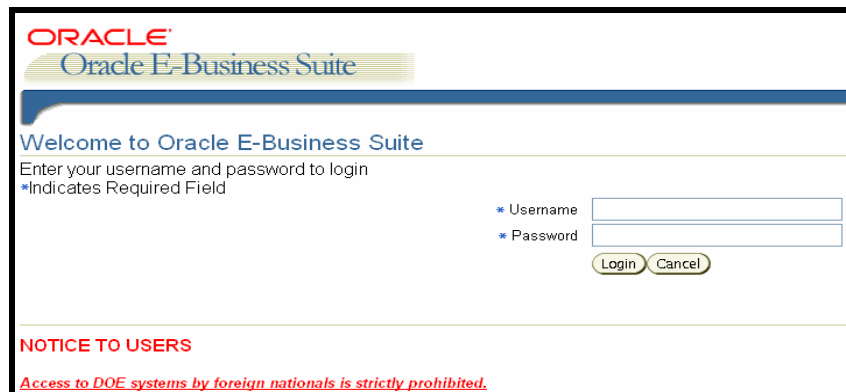


# Accessing the STARS Statement of Net Position Report

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).



2. You will get the login screen as shown below. You must click on the Login button

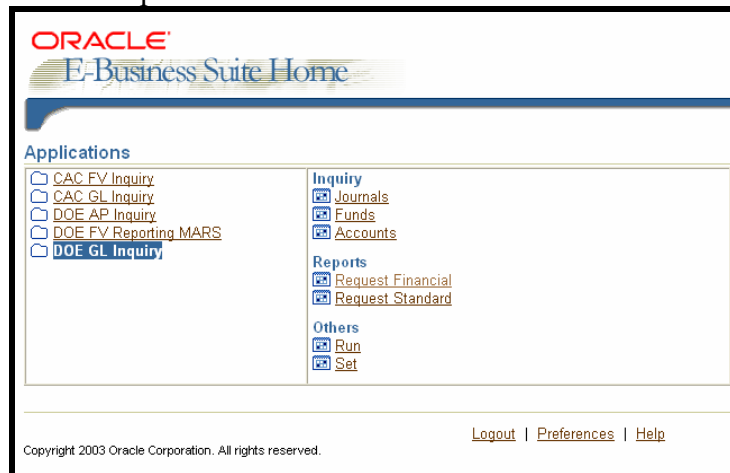


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

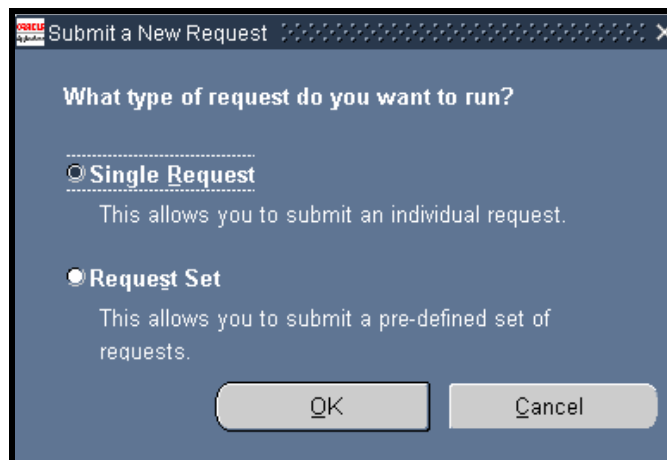


# Accessing the STARS Statement of Net Position Report

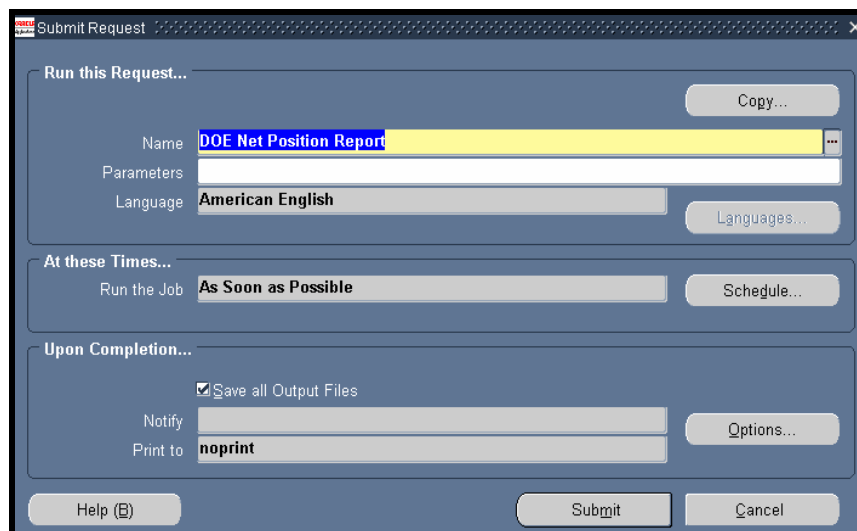
Under “Reports” click on Request Standard.



4. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



5. Enter “DOE Net Position Report” in the name field. Press Tab.



## Accessing the STARS Statement of Net Position Report

6. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
- Period Name “MAR-06”. Press Tab five times.
  - Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
  - The Show Consolidated Schedules field is **ONLY** used by HQ to get a more detailed report tab to or click in the field you want. See step D below.

The Parameters dialog box contains the following fields and values:

- Row Set: DOE Statement of Net Position
- Totals Value Set: DOE\_NET\_POSITION\_TOTALS
- Period Year: 2006
- Period Name: MAR-06
- Summary Table Loaded Thru: MAY-06
- Fund - Low: (empty)
- Fund - High: (empty)
- Fund - Parent: (empty)
- Allottee - Low: 01 (NS - NNSA Office of Field Financial Management)
- Allottee - High: 01 (NS - NNSA Office of Field Financial Management)
- Reporting Entity - Low: (empty)
- Reporting Entity - High: (empty)
- Reporting Entity - Parent: (empty)
- Show Consolidated Schedules: No
- Group by Breakdown: NONE (No Group Sort)

Buttons at the bottom: OK, Cancel, Clear, Help.

- To utilize other options click on the ellipsis (...) box to get the LOV (List of Values). You can group your report by Funds, Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab past the Group sort). If you list all funds for your allottee there will be a summary total page that follows.

The Group by Breakdown dialog box shows a list of options for grouping the report. The "Find" field contains "%".

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
<b>FUND</b>	<b>Group by Fund</b>
NONE	No Group Sort
PROGRAM	Group by Program
REPORTING ENTITY	Group by Reporting Entity

Buttons at the bottom: Find, OK, Cancel.

## Accessing the STARS Statement of Net Position Report

7. Press OK. This will take you back to the Submit Request screen.

The screenshot shows a 'Submit Request' dialog box with a blue background and a title bar that says 'Submit Request'. The dialog is organized into three main sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. In the 'Run this Request...' section, there are three input fields: 'Name' with the value 'DOE Net Position Report', 'Parameters' with the value 'DOE Statement of Net Position:DOE\_NET\_POSITION\_TOTALS:2006:MAR-06:MAY-06::', and 'Language' with the value 'American English'. There are 'Copy...' and 'Languages...' buttons to the right of these fields. In the 'At these Times...' section, the 'Run the Job' field is set to 'As Soon as Possible', with a 'Schedule...' button to its right. In the 'Upon Completion...' section, there is a checked checkbox for 'Save all Output Files', a 'Notify' field, and a 'Print to' field set to 'noprint'. An 'Options...' button is located to the right of the 'Notify' field. At the bottom of the dialog, there are three buttons: 'Help (H)', 'Submit', and 'Cancel'.


Run this Request...	
Name	DOE Net Position Report
Parameters	DOE Statement of Net Position:DOE_NET_POSITION_TOTALS:2006:MAR-06:MAY-06::
Language	American English

At these Times...	
Run the Job	As Soon as Possible

Upon Completion...	
<input checked="" type="checkbox"/> Save all Output Files	
Notify	
Print to	noprint

8. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.
9. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

## Accessing the STARS Statement of Net Position Report

 Requests

Request ID	Name	Parent	Phase	Status	Parameters
<b>1331091</b>	DOE Net Position on Rep		Completed	Normal	1331081, N, NONE, Y
1331081	DOE Net Position Report		Completed	Normal	DOE Statement of Net Position, I
1331047	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, MAY-06, MAY
1331040	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, MAY-06, MAY
1331021	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, MAY-06, MAY
1331015	Reprint output of request		Completed	Normal	1331011, GTN-D219, 1, DOELAND
1331011	Status of Funds Available		Completed	Normal	2, 50249, 83, 4, 50559, JUN-06, 01
1331005	Status of Funds Available		Completed	Normal	2, 50249, 83, 4, 50559, JUN-06, 01
1331004	Reprint output of request		Completed	Normal	1330957, ORFSC-LPTM, 1, DOELAND
1331003	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCT-06, JUN

10. Click File, Save As and change the file to .txt and name it View Log for Allottee 01 (your allottee).
11. You can save your report as a text file. See instructions below on saving report as a text file.
12. On the Request screen click View Output. Below is what a copy of the net cost report will display as.
13. Click File on the menu bar and select Save As.

[illegible]

## Accessing the STARS Statement of Net Position Report